Kennesaw State University

University Information Technology Services

Microsoft Office PowerPoint 2016 for Windows

Accessibility

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Microsoft Office: PowerPoint 2016 for Windows
Accessibility

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Introduction

This document has been developed to provide you with information about accessibility and Microsoft PowerPoint 2016. In this document, you will learn about the tools available for accessibility. You will also learn how to control the visual appearance of your slides. Additionally, best practices and document structure are also covered to help you when developing a presentation.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Learn about the tools available for accessibility in PowerPoint 2016.
- Use the keyboard to work with ribbon programs.
- Control the visual appearance of the slides.
- Acquire best practices when creating a presentation.
- Effectively structure the slides.
- Make information available on the Internet.
- Use the accessibility checker.
- Obtain additional assistance.

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